

**District Evaluation of 2003-2004
Supplemental Educational Services Providers
*Instructions***

Due Date: November 10, 2004

**New Jersey Department of Education
Office of Title I Program Planning and Accountability**

SES Provider Survey Instructions

Logging in

Before logging into the system, you must obtain the following information from your local Web Administrator:

- district code
- username
- password

Your Web Administrator may need to create a user account.

Access the survey Web site using the following address: <http://homeroom.state.nj.us>. Under the list of links, go to “SES – Evaluation Report for Approved Supplemental Education.” This link will take you to the login screen.

Accessing the Survey

1. Once you are logged in, you will see a screen that shows the district name, a reminder about signing the Assurance Page, and a list of the completed provider evaluations.
2. Click on the “Begin Evaluation Survey” link at the bottom of the page.
3. The next screen provides some general information for completing the evaluation survey accurately. Please read this information carefully.
4. Click the “Continue to form” button to move to the actual survey.

Completing the Survey

The evaluation is divided into three parts, or forms.

- Form A collects basic information about the district students served by the SES provider(s) being evaluated.
- Form B gives you the opportunity to rate the provider(s) in various performance areas. (Remember to complete a separate Form B evaluation for each provider used.)
- Form C is an authorization and assurances form.

Form A – Background Information

Fill in all pertinent information. **Note that certain items are required.**

Form B – Rate the Performance of the Providers

A separate Form B must be completed for each SES provider used by the district during the 2003-2004 project year (Sept. 1 – Aug. 31). You will be directed how to complete multiple evaluations.

1. Select the name of one of the providers that offered supplemental educational services to students in your district from the scroll-down list under “Name of the Provider.”
2. Rate the provider’s performance in the listed service elements by checking either “satisfactory” or “unsatisfactory.” All items are required except for 13 and 14, which must be completed only if applicable.

3. You have the option to write additional comments related to the performance of the provider in the “Comments” box provided.
4. You must answer the question under the Comments box about the percentage of students who achieved the agreed-upon goals.

Be advised that you must complete a Form B for every provider that served the district. First complete Form C for this provider.

Form C – Supplemental Educational Services School District Authorization and Assurances

1. Check either “yes” or “no” for each of the four statements. All items are required.
2. Once this is completed, click the “Submit Evaluation Survey” button.
3. *Check your responses before submitting the forms, as you will be unable to edit the survey after it is submitted.*

Submission

1. After you have submitted the survey, you will see a copy of the Form C that you just completed for the provider. Print out this form. It must be signed by the district’s Chief School Administrator and faxed to the Office of Title I Program Planning and Accountability at (609) 633-6874 on or before **November 10, 2004**.
2. Click the “Continue” button. You will be taken back to the beginning of the survey (step 1 under “Accessing the Survey” above). In the “Completed Evaluations” box, there is a list of the providers whose surveys you have completed. You can link to the completed surveys, which you can print out for future reference, by clicking on the provider names.
3. To complete an evaluation for another provider, click the “Begin Evaluation Survey” button. Click “Continue to form.” You will note that the information entered into Form A has been retained. Move to Form B, select another provider, and follow the directions given above under “Completing the Survey.”

Technical Support

If you are experiencing difficulty with logging into the survey, please contact your local Web Administrator.

For any other questions about SES or this survey, contact the Office of Title I Program Planning and Accountability at (609) 943-4283.